

## **1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION PART 2**

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*INTEROFFICE MEMO*

**To:** Thomas M. Moton, Jr., City Manager  
**From:** Beth Anne Wilkening, City Attorney  
**Date:** April 8, 2014  
**RE:** Manual of Fees

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Attached please find a very rough, preliminary draft of the Manual of Fees which include proposed revisions to current fees and license structures. With the assistance of Legal Department Staff, I am in the process of drafting revisions to all ordinances referencing fees and meeting with the Department Directors to coordinate any further proposed modifications to the fees, as well as the ordinances. Pursuant to our earlier discussions, the Legal Department will have a final draft of the Manual of Fees ready for your review next week. The only fees that are anticipated for adjustment after next week will be those recommended pursuant to the Utility Rate Study.

It is our intention to have the Manual of Fees ready for adoption by Resolution at the June 16<sup>th</sup> Council Meeting. The proposed ordinance amendments, which will provide reference to the Manual of Fees, will be previewed at the June 2<sup>nd</sup> Council Meeting, and on for final adoption on June 16<sup>th</sup>.

Should you have any questions or need additional information, please do not hesitate to call.

BAW:rjh  
Attachment



# Manual of Fees

Updated Aug. 20, 2013





## General Services Fees City of Broken Arrow Fees

Building Permit Plan Review & Application Fees (residential and commercial)-  
\$100.00 non-refundable review fee

### BUILDING PERMIT FEES

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Total Area	Permit Fees
Less than 200 square feet	<del>\$57.00</del> 60.00
200 square feet to 499 square feet	<del>\$86.00</del> 90.00
500 square feet to 999 square feet	<del>\$129.00</del> 135.00
1,000 square feet to 1,499 square feet	<del>\$179.00</del> 185.00
1,500 square feet to 1,999 square feet	<del>\$229.00</del> 240.00
2,000 square feet to 2,499 square feet	<del>\$272.00</del> 290.00
2,500 square feet to 2,999 square feet	<del>\$429.00</del> 450.00
3,000 square feet to 3,499 square feet	<del>\$500.00</del> 525.00
3,500 square feet to 3,999 square feet	<del>\$572.00</del> 600.00
4,000 square feet to 4,499 square feet	<del>\$615.00</del> 650.00
4,500 square feet to 4,999 square feet	<del>\$679.00</del> 725.00
5,000 square feet or more = the square footage $\times$ <del>\$40.75</del> 41.00 $\times$ <del>1/30</del> .33 $\times$ <del>1%</del> 0.01 plus \$100.00	
<u>(Square footage <math>\times</math> \$40.7541.00 <math>\times</math> .33 <math>\times</math> 0.01 + \$100.00 = Permit fees)</u>	
Room additions and remodels	$3.30 \times \text{est. cost} \times .001 + \text{\$40.7541.00}$ or a \$50.00 minimum
Swimming pools and spas:	$3.30 \times \text{est. cost} \times .001 + \text{\$40.7541.00}$
Storage buildings and storm shelters to follow above table	(based on sq. ft.)
Retaining wall (3' height or greater)	<del>\$50.00</del> 55.00
Fuel tanks (in-ground/above ground) installation or removal	<del>\$2.15</del> 2.37 per \$1,000 plus \$50.00
Canopy, patio covers, and decks	<del>\$0.36</del> 40 per square foot + \$50.00
Temporary buildings or tents	<del>\$0.36</del> 40 per square foot + \$50.00 not to exceed \$143.00
Mobile/manufactured homes	<del>\$72.00</del> 79.00
Job Trailers	<del>\$72.00</del> 79.00
Demolition permit (residential/commercial) structure	<del>\$72.00</del> 79.00
Automatic fire-extinguishing system/fire suppression system permit	<del>\$50.00</del> 55.00
Fire alarm system permit	<del>\$50.00</del> 55.00
Provisional certificate of occupancy	<del>\$50.00</del> 55.00
Work started without a permit	<del>\$100.00</del> 110.00

OUBCC Fees in addition to the above: State \$4.00 and City \$.50

### Trade Permits for Residential Construction

Square foot	1,000— 1,499	1,500— 1,999	2,000— 2,499	2,500— 2,999	3,000— 3,499	3,500— 3,999	4,000— 4,499	4,500 or greater
Trade\$								
Electric*	\$186205	\$186205	\$206227	\$245237	\$238262	\$274301	\$369406	\$500550
Mechanical*	\$8290	\$8290	\$144158	\$144158	\$206227	\$206227	\$267294	\$267294
Plumbing*	\$214235	\$275303	\$290319	\$353388	\$370407	\$421463	\$455501	\$571\$628
Fuel Gas*								
Gas Pipe	\$3437	\$3437	\$3741	\$3741	\$4550	\$4550	\$4550	\$4550
Gas Meter	\$212325	\$212325	\$212325	\$212325	\$212325	\$212325	\$212325	\$212325

\* Permit fee includes all required inspections

**Rejected inspection subject to recall fees: Structures over 5,000 square feet may require itemized inspection fees as listed below**

#### TRADE PERMITS (includes one inspection)

Backflow preventer (replacement or repair)	\$50.0060.00
Trade permit (replacement or repair)	
Plumbing	\$50.0060.00
Electrical	\$50.0060.00
Mechanical	\$50.0060.00
Building (not specified elsewhere)	\$50.0060.00

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### Electrical Inspection Fees

First 100-amp capacity Electric Service per meter	\$21.0025.00
Each additional 100-amp capacity	\$14.00
Rough-in inspection	\$21.0025.00
Plus each opening	\$0.55
Circuits added to existing building or structures	\$25.00
First added circuit	\$21.00

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Each additional circuit	\$14.00
Any motor not included in the schedule of devices	\$25.00
First horsepower or fraction thereof	\$14.00
Each additional horsepower or fraction thereof	\$2.75*
* Note: This fee shall apply to one or more motors at the same location, irrespective of the number of motors inspected.	
Luminous tube signs, border lights or outline lighting, per transformer	\$21.0025.00
Elevators, in addition to fee for motors, each elevator	\$21.0025.00
Rectifiers	\$21.0025.00
First 600-watt capacity	\$21.00
Each additional 100-watt capacity	\$14.00
Electrical work done in/on structures composed wholly/partially of canvas	\$21.0025.00
Temporary power connections (saw poles, etc.)	\$21.0025.00
All work, <del>old or new</del> , not covered elsewhere in this schedule	\$21.0025.00
Final inspection	\$21.0025.00
Re-inspection (recall) of work that failed previous inspections	\$50.00
Walk-thru inspection	\$75.00
Work started without a permit, plus cost of permit	\$100.00110.00

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### Plumbing Inspection Fees

Gas meter	\$21.0025.00
Gas piping per meter	\$21.0025.00
Additional per opening	\$2.75
Sewer connection to riser	\$21.0025.00
Sewer tap	\$21.0025.00
New water connection	\$21.0025.00
Rough plumbing inspection	\$21.0025.00
Top-out inspection	\$21.0025.00
Each fixture after the first three	\$2.75
Backflow preventer	\$21.0025.00
Control valve and head installation when required by inspection division	\$21.0025.00
Final inspection	\$21.0025.00
All work, <del>old or new</del> , not covered elsewhere in this schedule	\$21.0025.00
Re-inspection (recall) of work that failed previous inspections	\$50.00
Walk-thru inspection	\$75.00
Work started without a permit, plus cost of permit	\$100.00110.00

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### Mechanical Inspection Fees

Gas meter	\$21.0025.00
Gas piping, per meter	\$21.0025.00
Additional per opening.....	\$2.75

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Heating	
Each appliance	<del>\$21.00</del> 25.00
Ducts, per system, per trip	<del>\$21.00</del> 25.00
Residential HVAC change-out of furnace, coil, and/or condenser (first system inspection fee is included in permit fee)	<del>\$21.00</del> 25.00
Temporary gas service for construction purposes	<del>\$21.00</del> 25.00
Air compressors and tanks, per receiver	<del>\$21.00</del> 25.00
Pressure vessels	<del>\$21.00</del> 25.00
Refrigeration unit, <del>1½ horsepower to 24 horsepower</del> per unit	<del>\$21.00</del> 25.00
Refrigeration unit, 25 horsepower to 49 horsepower	\$27.00
Refrigeration unit, 50 horsepower to 99 horsepower	\$34.00
Refrigeration unit, 100 horsepower and over	\$48.00
Hot and/or chilled water piping, per coil	<del>\$2.75</del> 25.00
Replacement of any major part of a mechanical system	<del>\$21.00</del> 25.00
Inspections call on work to be concealed, per trip	<del>\$21.00</del> 25.00
Final inspection	<del>\$21.00</del> 25.00
All work, <del>old or new</del> , not covered elsewhere in this schedule	<del>\$21.00</del> 25.00
Re-inspection (recall) of any work that failed previous inspections	\$50.00
Walk-thru inspection	\$75.00
Work started without a permit, plus cost of permit	<del>\$100.00</del> 110.00

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#### Automatic Fire-Extinguishing System Inspection Fees:

Automatic fire-extinguishing system inspections:	<del>\$21.00</del> 25.00
All work, <del>old or new</del> , not covered elsewhere in this schedule	<del>\$21.00</del> 25.00
Underground piping	<del>\$21.00</del> 25.00
Fire suppression underground piping	<del>\$21.00</del> 25.00
Fire suppression above ground	<del>\$21.00</del> 25.00
50% installation inspection	<del>\$21.00</del> 25.00
Final inspection	<del>\$21.00</del> 25.00
Re-inspection (recall) of any work that failed previous inspection	\$50.00
Walk-thru inspection	\$75.00
Work started without a permit, plus cost of permit	<del>\$100.00</del> 110.00

#### Automatic Fire Alarm System Inspection Fees

All work, <del>old or new</del> , not covered elsewhere in this schedule	<del>\$21.00</del> 25.00
Final inspection	<del>\$21.00</del> 25.00
Re-inspection (recall) of any work that failed previous inspection	\$50.00
Walk-thru inspection	\$75.00

Work started without a permit, plus cost of permit

~~\$100.00~~110.00

**NFPA Life Safety Code 101 inspections for new construction and/or renovations requiring a building permit:**

Inspections not covered elsewhere in this schedule	<del>\$21.00</del> 25.00
Final inspection	<del>\$21.00</del> 25.00
Re-inspection (recall) of any work that failed previous inspection	\$50.00
<u>Walk-thru inspection</u>	<u>\$75.00</u>
Work started without a permit, plus cost of permit	<del>\$100.00</del> 110.00

**Water Meter Tap Fees**

Tap Size (In Inches)	Cost
¾"	\$550.00
1"	\$690.00
1½"	\$3,180.00
2"	\$4,365.00
3"	\$9,305.00
4"	\$11,195.00
6"	\$13,165.00

**Change of water meter (main line side of street only): Cost of new tap less \$50.00**

**Additional requirements:**

Tap Size (in inches)	Line Size (in inches)	Inside City Limits	Outside City Limits
2" or smaller on	13" and larger	\$100.00	\$150.00
3" or larger on	13" and larger	\$500.00	\$750.00
Any size over 24"		\$5,300.00	\$7,500.00

**Street crossing for water meter inside city**



Line Size	Permit Fees
1"	\$265.00
2"	\$350.00

Crossing in rock	\$500.00
Crossing larger than 2": Cost to be reimbursed to the City of Broken Arrow	

### Main Line Water Connections

Main line water tap	\$2,400.00*
24" water line	\$3,500.00*
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\* Unused portion to be refunded

### Irrigation Permit Fees

Irrigation installation permit	<del>\$50.00</del> 55.00
Backflow preventer	<del>\$50.00</del> 55.00

### Sign Permit Fees

Permanent ground sign - Height under 12 feet	<del>\$60.00</del> 66.00100.00
Permanent ground sign - Height 12 feet to 20 feet	<del>\$200.00</del>
Permanent ground sign - Height 20 feet & higher	<del>\$300.00</del>
Accessory/Secondary Ground Sign	<del>\$40.00</del>
Wall sign - Principal Sign	<del>\$40.00</del> 44.0075.00
Wall sign - Secondary/Additional wall signs	<del>\$40.00</del>
Awnings/Canopy sign	<del>\$40.00</del> 44.00
Projecting sign	<del>\$40.00</del> 44.00
Mobile-ground sign	<del>\$48.00</del> 53.00
Copy change or remove and rehang	<del>\$25.00</del> 28.00
Air-supported balloon	<del>\$32.50</del> 36.00
Banners	<del>\$25.00</del> 28.00
Construction sign	<del>\$33.00</del> 36.00
Copy Change, Remove & Rehang	<del>\$50.00</del>
Balloon	<del>\$32.00</del> 35.00
Temporary/Banner/Inflatable/Mobile Ground sign	<del>\$50.00</del>
Work started without a permit, plus permit cost	<del>\$100.00</del> 110.00

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### Miscellaneous Permit Fees

Recreational fire	No Fee
Residential burn permits (less than 5 acres)	\$50.00
Burn permit (5 acres or greater) i.e., agricultural	\$50.00
Commercial burn permit	\$79.00
Commercial fireworks display	\$100.00
Residential Fireworks discharge	\$20.00
Parking lot ( <del>new</del> , addition or renovation)	<del>\$72.00</del> 75.00
Curb cut/ <del>street</del> cut	<del>\$50.00</del> 55.00
Liquefied petroleum gas equipment	\$36.00
Blasting permit, per day	<del>\$36.00</del> 40.00

### Park Grove Cemetery Fees

Grave Space for Broken Arrow Residents	\$1,550.00
Grave Space for non-residents	\$2,500.00
Grave Opening or closing	\$1,070.00
Opening for cremation interment	\$600.00
Disinterment, all spaces	\$2,000.00
Babyland grave space	\$100.00
Babyland grave opening or closing	\$100.00
Monument settings	\$.60 per sq. inch

### Sanitation Fees

Standard Monthly Fee	\$15.00
Limit of 10 bags of yard waste per household per pick up	no fee
Each bag over 10	\$1.00 per bag
Yard Waste bags larger than 30 gallons	charged as 2
Mattress and/or Spring Sets	\$15.00
Hot Water Heaters	\$10.00
Major Appliances	\$15.00
Disassembled Swing Sets	\$10.00
Furniture Items	\$10.00
Loose Brush Pick Ups	\$5.00
Pick Up Bulk Trash Loads	\$30.00
Dump Truck Loads	\$75.00

Carpet 1 foot in diameter and 10-12 feet long

\$10.00

**License/Registration Fees \*\*\* Escrow deposits required per Chapter 6**

Code	License Type	Cost/year	Ordinance	Expiration
AOVRD	Oversized Load Company (annual)	<del>\$75.00</del> <u>\$83.00</u> + <u>\$10.11</u> each or \$25 w/o registration	Ch. 7	Specific dates
AP	Ambulance Personnel	<del>\$25.00</del> <u>\$28.00</u>	Ch. 7	April 30th
AT	Ambulance Service Transport Company	<del>\$150.00</del> <u>\$165.00</u>	Ch. 7	April 30th
ALA	Animal License Altered	<del>\$5.00</del> <u>\$6.00</u>	Ch. 5	September 30th
AL	Animal License Unaltered	<del>\$15.00</del> <u>\$17.00</u>	Ch. 5	September 30th
ALH	Animal Hobbyist Permit	<del>\$50.00/25.00</del> <u>\$55.00/28.00</u>	Ch. 5	September 30th
B2	Beer for Consumption on Premises	<del>\$20.00</del> <u>\$11.00</u>	Ch. 4	April 30th
B1	Beer Package (Reasor's/QT Etc.)	<del>\$10.00</del> <u>\$11.00</u>	Ch. 4	April 30th
	Certificate of Compliance Re-inspection (recall) of work that failed previous inspection	<del>\$32.50</del> <u>\$36.00</u> <del>\$7.50</del> <u>\$8.00</u>	Ch. 4	
CR	Curbside Recycle	<del>\$10.00</del> <u>\$11.00</u>	Ch. 12	one year
DD	Dangerous Dog	<del>\$25.00</del> <u>\$28.00</u>	Ch. 5	September 30th
ELC	Electrical Contractor***	\$150.00	Ch. 6	State Exp. Birthday
EA	Exotic Animal	<del>\$100.00</del> <u>\$110.00</u>	Ch. 5	Specific dates
FL	Food License Establishment	Per County	Ch. 11	June 30th
FLV	Food License Vehicle	Per County	Ch. 11	June 30th
FIRE	Fire Suppression Company Registration***	\$75.00	Ch. 6	Birthday
FAL	Fire Alarm Company Registration***	\$75.00	Ch. 6	Birthday
GC	Gated Community	<del>\$20.00</del> <u>\$22.00</u>	Ord. 2677	Dec. 31st
GCONTR	General Contractor/Builder***	\$75.00	Ch. 6	Birthday
HMOVE	House Movers	<del>\$100.00</del> <u>\$110.00</u>	Ch. 7	September 30th
FRP	Intrusion Alarm Permit	<del>\$24.00/\$10.00</del> <u>\$26.00/11.00</u>	Ch. 3.7	September 30th
IRG	Irrigation Contractor ***	\$150.00	Ch. 6	State Exp. Birthday
IM	Itinerant Merchant	<del>\$110.00</del> <u>\$121.00</u>	Ch. 7	180 days maximum
LD	Limousine Driver	<del>\$10.00</del> <u>\$11.00</u> per person	Ch. 7	April 30th
LC	Limousine Service	<del>\$25.00</del> <u>\$28.00</u> per vehicle	Ch. 7	April 30th
MAE	Massage Establishment License	<del>\$100/\$75</del> <u>\$110.00/83.00</u>	Ch. 7	April 30th
MAAP	Massage Apprentice	<del>\$30.00</del> <u>\$33.00</u>	Ch. 7	April 30th
MATC	Massage Technician	<del>\$45/\$30</del> <u>\$50.00/33.00</u>	Ch. 7	April 30th
MATR	Massage Therapist	<del>\$45/\$30</del> <u>\$50.00/33.00</u>	Ch. 7	April 30th
MAOS	Massage Outcall Service	<del>\$45/\$30</del> <u>\$50.00/33.00</u>	Ch. 7	April 30th
MEC	Mechanical Contractor ***	\$150.00	Ch. 6	State Exp. Birthday
M5	Motor Cycle Escort Service	<del>\$25.00</del> <u>\$28.00</u>	Ch. 7	April 30th
OTBW	Occupation Tax/Beer & wine*	<del>\$500.00/\$450.00</del> <u>\$550.00/495.00</u>	Ch. 4	one year



<a href="#">OTC</a>	Occupation Tax/Caterer	<del>\$1,000.00</del> / <del>\$900.00</del> <u>1,100.00/990.00</u>	Ch. 4	one year
<a href="#">OTB</a>	Occupation Tax/Brewer	<del>\$1,250.00</del> <u>1,265.00</u>	Ch. 4	one year
	Occupation Tax, Distiller	<del>\$3,125.00</del> <u>3,438.00</u>	Ch. 4	one year
<a href="#">OTWO</a>	Occupation Tax/Oklahoma winemaker	<del>\$75.00</del> <u>83.00</u>	Ch. 4	one year
OT	Occupation Tax/Liquor Store Renewal	<del>\$900.00</del> <u>990.00</u>	Ch. 4	April 30th
OT1	Occupation Tax/Liquor Store New	<del>\$1,000.00</del> <u>1,100.00</u>	Ch. 4	April 30th
OTL	Occupation Tax/Mix Beverage Renewal	<del>\$900.00</del> <u>990.00</u>	Ch. 4	April 30th
OTL1	Occupation Tax/Mixed Beverage New	<del>\$1,000.00</del> <u>1,100.00</u>	Ch. 4	April 30th
	Occupation Tax/Rectifier	<del>\$3,125.00</del> <u>3,438.00</u>	Ch. 4	one year
<a href="#">OTWHB</a>	Occupation Tax/Wholesaler	<del>\$3,500.00</del> <u>3,850.00</u>	Ch. 4	one year
	Occupation Tax/Wholesaler Class B**	<del>\$625.00</del> <u>688.00</u>	Ch. 4	one year
OTW1	Occupation Tax/Wine-New	<del>\$500.00</del> <u>550.00</u>	Ch. 4	April 30th
OTW	Occupation Tax/Wine Renewal	<del>\$450.00</del> <u>495.00</u>	Ch. 4	April 30th
<a href="#">OTWM</a>	Occupation Tax/Winemaker	<del>\$625.00</del> <u>688.00</u>	Ch. 4	one year
PB	Pawn Broker	<del>\$50.00</del> <u>55.00</u>	Ch. 7	April 30th
PDL	Peddler/Solicitors License	<del>\$35.00</del> <u>39.00</u>	Ch. 7	up to 60 days maximum
PRNEW	Peddler Renew	<del>\$20.00</del> <u>22.00</u>	Ch. 7	up to 60 days maximum
PLC	Plumbing Contractor***	\$150.00	Ch. 6	<a href="#">State Exp.</a> Birthday
PDL	Public Dance Establishment	<del>\$200.00</del> <u>220.00</u>	Ch. 7	one year
REC2	Recreation Center for Adults	<del>\$200.00</del> <u>220.00</u>	Ch. 7	one year
REC1	Recreation Center for Family	<del>\$200.00</del> <u>220.00</u>	Ch. 7	one year
SEORT	Sexually Oriented Business	<del>\$1,000.00</del> <u>1,100.00</u>	Ch. 7	one year
<a href="#">SHR</a>	Shooting Range	<del>\$50.00</del> <u>55.00</u>	Ch. 7	one year
SIG	Sign Contractor***	\$150.00	Ch. 6	<a href="#">State Exp.</a> Birthday
SEBL	Special Event Beer/Liquor	<del>\$50.00</del> <u>55.00</u>	Ch. 4	Specific dates
TH	Trash Service (Refuse)	<del>\$200.00</del> <u>220.00</u>	Ch. 12	April 30th
TXC	Taxi Cab	<del>\$25.00</del> <u>28.00</u> /vehicle	Ch. 7	April 30th
TXD	Taxi Cab Driver	<del>\$10.00</del> <u>11.00</u> /person	Ch. 7	April 30th

**\*For those service organizations which are exempt under section 501(c)(19) of the Internal Revenue Code, the occupation tax for mixed beverage or bottle club license shall be \$500.00 per year.**

**\*\*If a brewer or a class B wholesaler also holds a license from the state to manufacture or wholesale any non-intoxicating malt beverage then the occupation tax for such brewer or class B wholesaler shall be reduced by 75 percent.**

**\*\*\* [Escrow deposits required per Chapter 6.](#)**

### Annexation Fees

Annexation or De-annexation*	\$350.00
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\*+ \$6.00 per mailed notice + publication cost will be billed by newspaper.

### Comprehensive Plan Fees

Comprehensive Plan	\$350.00
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### Zoning Application Fees\*

0-.99 acres	\$100.00*
1-4.99 acres	\$150.00*
5-19.99 acres	\$200.00*
20 or more acres	\$300.00*

\*+ \$6.00 per mailed notice + publication cost will be billed by newspaper.

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### Specific Use Fees

Specific Use Permits*	\$350.00
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\*+ \$6.00 per mailed notice + publication cost will be billed by newspaper.

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### Planned Unit Development (PUD) Application Fees\*

New Application	\$350.00
Major Amendment	\$350.00
Minor Amendment	\$300.00
Comprehensive Plan	\$300.00

\*+ \$6.00 per mailed notice + publication cost will be bill by newspaper.

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### Platting/Development Fees

Preliminary Plat Application	\$150.00 + \$5 per lot
Conditional Final Plat Application	\$150.00 + \$5 per lot
Plat Filing/Release Fee	\$150.00 + \$5.00 per lot

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### Site Plan Fees/Landscape Plan Fees\*\*

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0-4.99 acres	\$60.00
5-19.99 acres	\$100.00
20 acres or more	\$150.00

**\*\*Individual submittals will be charged separately.**

### Board of Adjustment

Board of Adjustment*	\$350.00
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\*+ \$6.00 per mailed notice + publication cost will be bill by newspaper.

### Platting/Development Fees

Preliminary Plat Application	\$150.00 + \$5 per lot
Conditional Final Plat Application	\$150.00 + \$5 per lot
Plat Filing/Release Fee	\$150.00 + \$5.00 per lot
Excess Capacity Fee	\$700.00 per acre
Street signs	\$150.00 per sign
Honorary Street Sign — 6" sign	\$86.00
Honorary Street Sign — 9" sign	\$100.00
Drainage system improvements pro-rate cost	*
Earth Change Permit	\$50.00
Public Improvements/Utility Bonds:	100% performance and maintenance on all improvements except sidewalks. Sidewalks require performance only. Expiration date of bonds to be 1 year from the date of acceptance by the City. Payment bonds are required
Zoning Verification Letter	\$50.00

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**\*Applicability determined at plat release.**

### Zoning Application Fees\*

0-.99 acres	\$75.00100.00* + postage (\$2.00 per letter)
1-4.99 acres	\$100.00150.00* + postage (\$2.00 per letter)
5-19.99 acres	\$150.00200.00* + postage (\$2.00 per letter)
20 or more acres	\$200.00300.00* + postage (\$2.00 per letter)
*Plus publication/classified column cost will be billed by newspaper	-



### Miscellaneous Fees

<u>Annexation or De-annexation*</u>	<u>\$350.00</u>
<u>Specific Use Permits*</u>	<u>\$350.00</u>
<u>Board of Adjustment*</u>	<u>\$350.00</u>
<u>Lot Split</u>	<u>\$75.00</u>
<u>Lot Combination</u>	<u>\$75.00</u>
<u>Limit of No Access (LNA)</u>	<u>\$75.00</u>
<u>Zoning Verification letter</u>	<u>\$50.00</u>
<u>Excess Capacity Fee</u>	<u>\$700.00 per acre</u>
<u>Street signs</u>	<u>\$150.00 per sign</u>
<u>Honorary Street Sign – 6" sign</u>	<u>\$86.00</u>
<u>Honorary Street Sign – 9" sign</u>	<u>\$100.00</u>
<u>Drainage system improvements pro-rate cost</u>	<u>*</u>
<u>Earth Change Permit</u>	<u>\$50.00</u>
<u>Public Improvements/Utility Bonds:</u>	<u>100% performance and maintenance on all improvements except sidewalks. Sidewalks require performance only. Expiration date of bonds to be 1 year from the date of acceptance by the City. Payment bonds are required</u>
<u>Zoning Verification Letter</u>	<u>\$50.00</u>

**\*+ \$6.00 per mailed notice + publication cost will be bill by newspaper.**

### Planned Unit Development (PUD) Application Fees

<u>New Application</u>	<u>\$225.00*<del>300.00</del></u>
<u>Major Amendment</u>	<u>Same as new application\$300.00</u>
<u>Minor Amendment</u>	<u>same as site plan fees</u>
<u>Comprehensive Plan</u>	<u><del>\$300.00</del></u>
<u>—amendment application</u>	<u>same as zoning application fees</u>

### Miscellaneous Fees

<u>Annexation or Deannexation</u>	<u>No Charge*<del>\$100.00</del>*</u>
<u>Specific Use Permits</u>	<u>\$100.00*</u>
<u>Board of Adjustment</u>	<u>\$120.00*</u>
<u>Special Exception Mobile Home Permit</u>	<u>\$250.00*</u>
<u>*+ publication/classified column cost will be billed by newspaper</u>	

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Lot Split

\$35.00

**Site Plan Fees/Landscape Plan Fees\***

0-4.99 acres	<del>\$35.00</del> 60.00
5-19.99 acres	<del>\$50.00</del> 100.00
20 acres or more	<del>\$75.00</del> 150.00

**\*Individual submittals will be charged separately.**

**Landscape Plan Fees**

0-4.99 acres	\$35.00
5-19.99 acres	\$50.00
20 acres or more	\$75.00

**Miscellaneous Copy Fees**

Planning Calendar	no charge
Comprehensive Plan Brochure	no charge
Comprehensive Plan	<del>\$35.00</del> 50.00
Zoning Ordinance	<del>\$20.00</del> 30.00
Land Subdivision Code	<del>\$20.00</del> 30.00
Standard Construction Specifications	<del>\$20.00</del> 30.00
<u>Zoning Maps</u>	<u>Available online</u>
<u>Development Policy Handbook</u>	<u>\$25.00</u>
Development Policy Handbook	\$25.00

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## Platting/Development Fees

Preliminary Plat Application	\$100.00 <del>150.00</del>
Plat Filing Fee	<del>\$150.00 + \$5.00 per lot</del> \$2.00 per lot or \$100.00 whichever is greater
Excess Capacity Fee	\$700.00 per acre
Water lines under payback contract	*
BAUA sewer line	*\$750.00
Indian Springs lift station	\$104.67 per acre
Street Improvements assessments	*
Street signs	\$75.00 <del>150.00</del> per sign
Drainage system improvements pro-rate cost	*
Reimbursement for water and sewer line construction	*
Earth Change Permit	\$50.00
Blasting Permits (if applicable)	\$36.00/day insurance required
Public Improvements/Utility Bonds:	<i>100% performance and maintenance on all improvements except sidewalks. Sidewalks require performance only. Expiration date of bonds to be 1 year from the date of acceptance by the City. Payment bonds are required</i>
Zoning Verification Letter	\$35.00
<i>*applicability determined at plat release</i>	

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## Water Department Fees

### Application for Service Deposit Charge

<i>Tap Type</i>	<i>Inside City Limits</i>	<i>Outside City Limit</i>
Single Family	\$100.00	\$125.00
Multifamily/Commercial/Office/Light Industrial	\$100.00	\$125.00
Heavy Industrial/Park/Cemetery/Golf Course	\$225.00	\$350.00
<i>* Deposits may be increased at the discretion of the City Manager or designee. Normal deposits will be 2 months est. billing during max service</i>		

### Water Service Transfer Charge

<i>Transfer Type</i>	<i>Inside City Limits</i>	<i>Outside City Limits</i>
Location Transfer	\$20.00	\$30.00
Ownership Transfer	\$5.00	\$10.00

### Temporary (Construction Meters) Service Charges

<i>Service</i>	<i>Inside City Limits</i>	<i>Outside City Limits</i>
Meter Deposit	\$700.00	\$900.00
Installation	\$15.00	\$30.00
Daily Rental	\$5.00	\$7.50

### Meter Testing Charges

<i>Meter Size (in inches)</i>	<i>Inside City Limits</i>	<i>Outside City Limits</i>
3/4"	\$20.00	\$30.00
1	\$20.00	\$30.00
over 1"	Cost will be direct reimbursement of cost to city for testing by contract	

### Discontinuance of Service

Type of Charge	Inside City Limits	Outside City Limits
Returned Check *	\$20.00	\$40.00
Disconnect turn on charge	\$50.00	\$60.00
Water meter replacement	\$15.00	\$30.00
Replacement of water meter box	\$100.00	\$150.00
Replacement of meter vault	Cost of Labor and Materials	Cost of Labor and Materials
* service performed after normal working hours, add \$25.00		

### Reread and Leak Test Charges

Type of Charge	Inside City Limits	Outside City Limits
Leak test and reread charge	\$15.00	\$30.00

### Water Rates

Water Meter Size	Rate
3/4 inch or less in size	\$7.70
1 inch	\$8.50
1 1/2 inch	\$9.50
2 inch	\$12.00
3 inch	\$30.00
4 inch	\$36.50
6 inch	\$55.00
8 inch	\$75.00
10 or more inches	\$101.00
* The cost per 1,000 gallons or fraction thereof shall be \$3.31	

### Special Contract Water Rates

Base Charge for meter used during limited term	\$100.00 per month
Default Charge Per 1,000 gallons or fraction thereof	\$3.31
Customer takes less than 50% during peak months	\$3.48
Customer takes 50% or more during peak months	\$4.61
Emergency Service with no contract	\$4.61
Peak Months: June, July, August, September	rates are Per 1,000 gallons or fraction thereof

## Sewer Fees

### Sanitary Sewer Fees

Physical Connection to sanitary sewer	\$25.00
Flat Service Charge	\$14.50 inside city limits \$22.00 outside city limits
Septic Waste Dumping Fee Per Vehicle Load	\$75.00

### Industrial Pretreatment Charges and Fees

<i>Type of Charge</i>	<i>Inside City Limits</i>	<i>Outside City Limits</i>
Permit Application Fee	\$400.00	\$600.00
Biannual Permit Renewal	\$400.00	\$600.00
Monitoring, Inspecting, Surveillance*	\$50.00	\$50.00
Appeal Processing Fee (per appeal)	\$50.00	\$50.00
BOD Surcharge (per pound)	\$0.16	\$0.16
TSS Surcharge (per pound)	\$0.10	\$0.10
Oil and Grease Surcharge (per pound)	\$0.05	\$0.05
*this fee is in addition to direct charges for testing by independent laboratories if required		

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Oil and Grease Surcharge (per pound)	\$0.05	\$0.05
*this fee is in addition to direct charges for testing by independent laboratories if required		



### Sewer Rates

<i>Water Meter Size</i>	<i>Rate</i>
3/4 inch or less in size	\$7.50
1 inch	\$8.40
1 1/2 inch	\$9.30
2 inch	\$9.90
3 inch	\$10.40
4 inch	\$12.60
6 inch	\$15.90
8 inch	\$19.10
10 or more inches	\$24.50
* The cost per 1,000 gallons or fraction thereof shall be \$2.15	

## Park and Recreation Fees

<i>Central Park Community Center-1500 S. Main</i>	<i>Resident Fee</i>	<i>Non-Resident Fee</i>
Meeting Room	\$20.00/hr.	\$30.00/hr.
Kitchen	\$10.00/hr.	\$15.00/hr.
Art Room	\$10.00/hr.	\$15.00/hr.
Gym #1	\$30.00/hr.	\$45.00/hr.
Gym #2	\$25.00/hr.	\$38.00/hr.
Gym #3	\$25.00/hr.	\$38.00/hr.
Flooring for Gyms	\$100.00/event/gym	\$150.00/event/gym
A Cleanup Deposit may be required	\$100.00	\$100.00
<i>Nienhuis Park Community Center- 3201 N. 9th St.</i>	<i>Resident Fee</i>	<i>Non-resident Fee</i>
Meeting Room	\$20.00/hr.	\$30.00/hr.
Gym #1	\$25.00/hr.	\$38.00/hr.
Gym #2	\$25.00/hr.	\$38.00/hr.
Flooring for Gyms	\$100.00/event/gym	\$150.00/event/gym
A Cleanup Deposit may be required	\$100.00	\$100.00
<i>Farmers Market Rental</i>	<i>Non-Profit</i>	<i>All Others</i>
Monday-Thursday	\$150.00	\$300.00
Friday-Sunday	\$250.00	\$500.00
Deposit is equal to rental rate		
<i>Historical Society -400 S. Main</i>	<i>Resident Fee</i>	<i>Non-resident Fee</i>
First Floor Exhibit Hall (100 people)	\$40.00/hr.	\$60.00/hr.
Third Floor Meeting Rm (50 people)	\$20.00/hr.	\$30.00/hr.
Third Floor Meeting Rm w/ Terrace	\$30.00/hr.	\$45.00/hr.
Kitchen	\$10.00/hr.	\$15.00/hr.
Combo First Floor, 3rd Floor, Terrace, Kitchen	\$80.00/hr.	\$120.00/hr.
A Cleanup Deposit is required	\$100.00	\$100.00
<i>Playhouse-1800 S. Main</i>	<i>Resident Fee</i>	<i>Non-resident Fee</i>
Capacity 301 people/must provide own lighting tech.	\$300.00/day	\$450.00/day
A Cleanup Deposit is required	\$100.00	\$100.00
<i>Main Place-1800 S. Main</i>	<i>Resident Fee</i>	<i>Non-resident Fee</i>
Heritage Hall- capacity 90 people	\$20.00/hr.	\$30.00/hr.
Centennial Hall-capacity 190 people	\$30.00/hr.	\$40.00/hr.
A Cleanup Deposit is required	\$100.00	\$100.00
<i>Ray Herral Nature Center-7303 S. 3rd St.</i>	<i>Resident Fee</i>	<i>Non-resident Fee</i>
Meeting Room	\$10.00/hr.	\$15.00/hr.

**\*\$1 million General Liability Insurance Policy may be required depending on activity/event at facility.**

### City Swimming Pool Fees

<i>Pool Locations</i>	<i>Daily Fees:</i>	<i>Daily Fees:</i>	<i>Private Rental:</i>	<i>Private Rental:</i>
	<i>Under 3 free Under 48" 55+</i>	<i>Over 48"</i>	<i>Resident</i>	<i>Non-Resident</i>
Family Aquatic Center-1200 S. Main	\$4.00	\$5.00	\$225.00/hr.	\$338.00/hr.
Nienhuis Park Aquatic Facility-3201 N. 9th	\$4.00	\$5.00	\$225.00/hr.	\$338.00/hr.
Country Aire Pool-100 N. Fir	\$3.00	\$4.00	125.00/hr.	\$188.00/hr.
Note: 2 hour minimum on private pool party reservations				

### Shelters and Tennis Court Fees

<i>Park Shelters Reservations</i>	<i>Resident</i>	<i>Non-Resident</i>
Park Shelters Reservations-Country Aire Park, Nienhuis Park, and Central Park shelters only.	\$30.00/day	\$45.00/day
Tennis Courts	\$10.00/hr.	\$15.00/hr.

### Mobile Stage Fees

Non-City Sponsored Events-Resident, within City Limits	\$500.00/day
Non-City Sponsored Events-Non-Resident, outside City Limits	\$1,000.00/day
Note: Security Deposit \$1,000, additional fees per use agreement for removal/delivery	

### Sports Field Fees

<i>Fields</i>	<i>Resident</i>	<i>Non-Resident</i>	<i>Set Up Fee</i>
ISSC-Baseball Fields	\$25.00/game	\$38.00/game	\$40/field/hr. min 1 hr.
ISSC-Soccer Fields	\$25.00/game	\$38.00/game	\$40/field/hr. min 1 hr.
ISSC-Adult Softball Fields	\$25.00/game	\$38.00/game	\$40/field/hr. min 1 hr.
Arrowhead Sports Complex	\$25.00/game	\$38.00/game	
Nienhuis Football Stadium	\$25.00/game	\$38.00/game	\$150/field

Note: Clean up fee, security deposit and/or light key deposit may be required



## Battle Creek Golf Course

### Fees

Individual Membership	\$162.00 per month	\$1,896 annually
Family Membership	\$207.00 per month	\$2,436 annually
<i>Public Rates with Cart</i>		
Regular Rate	\$45.00	
Twilight 2:30pm	\$34.00	
Seniors 55+ (Weekdays Only)	\$34.00	
Battle Card	\$35.00	
Battle Card (Twilight 1:30)	\$29.00	
Senior Battle Card	\$35 weekend/\$29 weekday	

**INTEROFFICE MEMO**

**To:** Honorable Mayor and City Councilors  
**From:** Jeff Jenkins, Assistant City Manager  
**Date:** May 9, 2014  
**Re:** Update on Albany Street

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Last week we discussed the level of service concerning traffic projections for Albany Street between the intersections of 9<sup>th</sup> and 23<sup>rd</sup>. In the growth data, Broken Arrow Public Schools are expecting one out of every four school children in their system will be attending school at one of the campuses off Albany. Our traffic consultant from Traffic Engineering Consultants (TEC), has been working on an update to our transportation system arterial roadways and intersections. In the data study, the new school facilities were not included in the draft version. We asked him to provide us an update based on BAPS data. Let me first hit the history on the previous study.

In 2008, Jacobs consulting did a traffic analysis and rated our intersections in the City of Broken Arrow. The 2010 LOS was rated as D-E for service at Albany Street intersections at 9<sup>th</sup> and 23<sup>rd</sup>, and in 2015 they estimated the LOS would be an F based on the information they had in 2008. As the City has continued to grow over the past decades, BAPS continued to grow as well, including several bond projects to meet the needs of this continued growth pattern.

TEC estimated our new current traffic on Albany between 9<sup>th</sup> and 23<sup>rd</sup> to be 13,000 vehicles per day and they were most concerned with the intersection of Albany and 23<sup>rd</sup> Street. The current LOS is an E during the AM peak hour, which is the second lowest rating. After reviewing the new student population in 2014, the LOS will drop to F during the AM peak hours based on the additional students arriving on campus this year. According to the consultant, the AM peak hour is the critical time period at this location because it must serve both the arriving school traffic and the commuter going-to-work demand. As time progresses to 2018 and beyond, the operation of this intersection will continue to deteriorate during peak periods. The consultant after studying the intersection concluded that with intersection improvements being currently designed would operate at the LOS rating of C during AM peak hours with the additional traffic included.


An LOS rating of F means the traffic is beyond the ultimate capacity of the intersection and severe congestion will occur that cannot be solved by adjusting the signal timing. Based on the data, more cars are arriving than can be pushed through the intersection. This puts a strain on the intersection and can negatively impact other intersections and roadways near the area.

Another area we had the consultant check was the traffic on Albany in this segment. The overall LOS for the road has a level of a low C when the additional students start attending the school. In 2018, the LOS estimate show 13,900 vehicles per day, which is close to the end of the C rating capacity. The new estimate of 2023 traffic on Albany shows 14,900 vehicles per day causing the LOS to drop to a D rating.

Update on Albany Street Memo Page 2  
May 9, 2014

The conclusion by the consultant was the roadway in the existing 3-lane street provides an acceptable level of service currently; however, there will be increasing periods of congestion during various parts of the day. They recommended for us to work on widening Albany to 5 lanes in the future, ideally within the next five years.


Thank you,

A handwritten signature in black ink, appearing to read "Jeff Jenkins", written in a cursive style.

Jeff Jenkins  
Assistant City Manager

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**INTEROFFICE MEMO**

**To:** Thomas M. Moton, Jr., City Manager  
**From:** Michael W. Skates, Development Services Director   
**Date:** May 9, 2014  
**Re:** Development Services Report

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1. **Shops at Aspen Creek** – All permits are issued. Water is nearing completion. Sanitary Sewer installation has started with the connection at the downstream end near Tucson. The interior road, Aspen Creek Drive, grading has not started. The drainage structure over Elm Creek is under construction.
  - a. **Warren Theatre** – The theatre construction is progressing. The roof is on and interior wall construction walls has commenced. Warren and Signorelli have worked out the issues regarding electrical work and parking lot paving; both of which are now under construction.
2. **Permit Activity** – Building permit activity, commercial and residential, has continued increase over the past 6 months. This past month, April, we processed through the One Stop Center, 25 commercial permits and 53 residential permits, with the rest being trade, sign, pools, storm shelters, and others for a total of 794 permits with a revenue of \$226,577.02.

During the months of January, February, and March 2014, we averaged 550 permits per month and a revenue average of \$123,743.50.

Last year for the month of April, 2013, we had issued a total of 630 permits and revenue of \$140,502.49.

During the months of January, February, and March, 2013, we averaged 538 permits and a revenue average of \$142,624.33.

Summary: The increase in April, amounted to a one month increase of 244 permits and \$102,833.51 over the average permits processed and revenue, respectively.



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**INTEROFFICE MEMO**

**To:** Thomas Moton, City Manager  
**From:** Tom Hendrix, Acting E&C Director  
**Date:** May 8, 2014  
**Re:** ODOT Projects

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This is a brief status report on the four ODOT street projects that have been approved for Surface Transportation Program (STP) or other federal highway program funding.

1. 23<sup>rd</sup> Street from Kenosha to Houston. This is a Surface Transportation Program (STP) project that was first funded in Federal Fiscal Year (FFY) 2008. A total of \$10,590,000 Federal funds have been approved from FFY2008 through FFY2015, to be matched by \$3,000,000 in ODOT Division VIII funds and \$3,240,758 City Sales Tax Capital Improvements funds. The engineer is Mehlberger-Brawley Inc. Engineering and environmental analyses are complete. We sent right-of-way drawings and legal descriptions to ODOT for approval on 04/21/14. As soon as we get their approval (I estimate this will take 60 days), we will hire a right-of-way agent to start the acquisition process, which I estimate will take about a year (July 2015). Then comes utility relocations (another 6 months), after which ODOT can advertise for bids. If the advertisement occurs about January 2016, construction could start in May 2016 and be completed in mid-2017, assuming a 2-year construction time.
2. Midway Road and 101<sup>st</sup> Street at Armed Forces Reserve Center (AFRC). Construction on this project is 100% federal funded, but the three local governments (Wagoner County, Coweta, and Broken Arrow) are responsible for right-of-way acquisition and relocations. Engineering and environmental evaluations by Tetra Tech are complete. By an interlocal agreement approved in March 2013, the three local governments are to share equally in the cost of relocating Wagoner County Rural Water District No. 4 waterlines (approximately \$33,000 each), and are responsible for acquiring right-of-way in their respective jurisdictions. The only right-of-way that Broken Arrow is responsible for acquiring is a temporary construction easement along the frontage of the AFRC, which is expected to be donated by the Oklahoma Military Department. Upon completion of construction by ODOT, Broken Arrow will be responsible for maintaining 101<sup>st</sup> Street from Midway Road to the east property line of the AFRC.
3. 101<sup>st</sup> Street from Elm Place to State Highway 51. A special federal appropriation approved in 2003 in the amount of \$1,238,714 was designated for improvements to 101<sup>st</sup> Street from Elm Place to SH51. Late in 2012, ODOT contracted with Tetra Tech to prepare preliminary designs and environmental studies on the corridor using a task order contract. Design and construction of an extension of the Liberty Parkway multipurpose trail from Northeastern State University (NSU) to the Broken Arrow Events Park parking lot was funded and is under construction. The A/E is starting the design of the roadway from the

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**INTEROFFICE MEMO**

Creek Turnpike to SH51, which is partly in Broken Arrow city limits (from the turnpike to east of 217<sup>th</sup> E. Ave.) and mostly in Wagoner County (from the Broken Arrow city limits to 241<sup>st</sup> E. Ave. (Oneta Road), then north to SH51. Current plans are to construct a four-lane roadway (2 through lanes, a 2-way left-turn lane, and a westbound right-turn lane) across the Broken Arrow portion and either a wide 2-lane or a 3-lane roadway section in the Wagoner County portion. Two roundabouts are proposed, at 225<sup>th</sup> E. Ave. (Evans Rd.) and 241<sup>st</sup> E. Ave. Construction of the Broken Arrow portion will probably be funded by the City, and the Wagoner County portion will be funded by county bridge and roadway funds.

4. 23<sup>rd</sup> Street from Houston to New Orleans. The City applied for and received approval for STP funding starting in FFY2017 for widening 23<sup>rd</sup> Street (County Line) from the end of the current 23<sup>rd</sup> Street project (see 1 above) to New Orleans Street, where Tulsa County ended their 5-lane widening project north of the turnpike. The project is estimated to cost \$19,850,000, of which \$14,890,000 would be federal and \$4,960,000 would be local. Due to INCOG limitations on STP fund allocations, only about \$3,000,000 in federal funds can be expected in any year; therefore, the federal funding would span about 6 years. There is a possibility that the initial funding could be moved forward, and we have requested ODOT to proceed with selection of a consulting firm this year to allow engineering and environmental studies to start as soon as possible. The plan is to construct a 5-lane roadway with an elevated crossing at the Union Pacific Railroad between Houston and Washington Streets. This would eliminate the grade crossing on 23<sup>rd</sup> Street, which might be "traded" to the railroad for a grade crossing on Washington Street north of NSU or north of the Events Park.